



# the index

## USER GUIDE

*INDIVIDUAL*



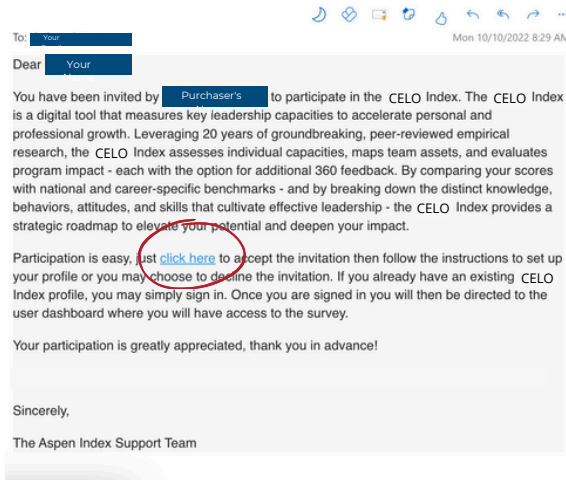
# TABLE OF CONTENTS

<b>OPTION 1: ACCEPT INVITATION VIA EMAIL</b>	<b>3</b>
<b>OPTION 2: REDEEM KEY DIRECTLY</b>	<b>4</b>
<b>CONFIGURE YOUR INDEX</b>	<b>5</b>
<b>TAKE THE INDEX</b>	<b>6</b>
<b>VIEW YOUR INDEX: INDIVIDUAL REPORT</b>	<b>7</b>
<b>OPTIONAL: PROVIDE FEEDBACK</b>	<b>8</b>

*\*For Individual + 360 Users*

# OPTION 1: ACCEPT INVITATION VIA EMAIL

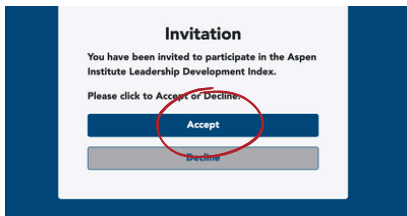
1



You will receive an email from the Index. Select "click here" to begin accepting your invitation.\*

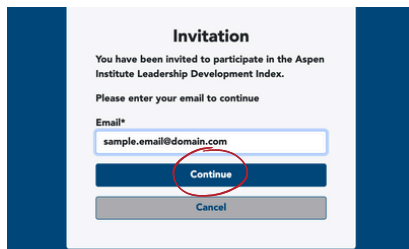
*\*Emails may initially go to Spam folder.*

2



Select "Accept."

3

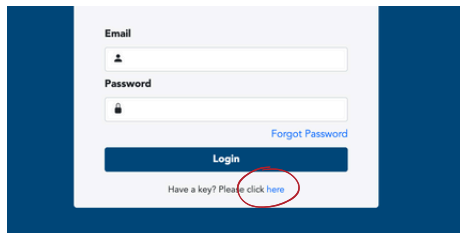


Insert the email in which you received your invitation, then press "Continue."

*From this point, if you do not have an account created, you will begin the account creation process. If you already have an Index account, the site will prompt you to log in.*

# OPTION 2: REDEEM KEY DIRECTLY

1

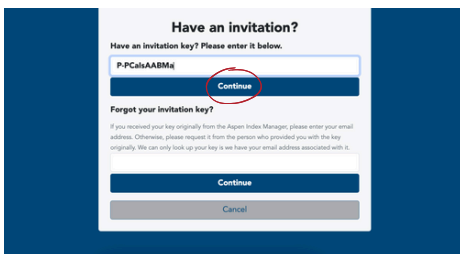


The screenshot shows a login form with fields for Email and Password. Below the Password field is a 'Forgot Password' link. At the bottom of the form is a 'Login' button. Below the 'Login' button is a link that says 'Have a key? Please click here.' which is circled in red.

Once you receive your key (code), visit [my-index.expandingleadership.org/haveAKey](https://my-index.expandingleadership.org/haveAKey)

Select "Have a key? Please click here."

2

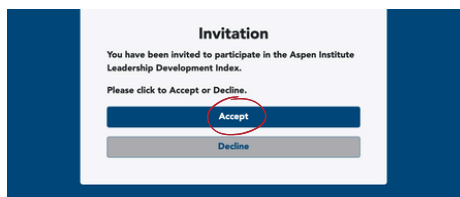


The screenshot shows a page titled 'Have an invitation?'. It asks the user to enter an invitation key. A text input field contains the key 'P.PCalsAABM6'. Below the input field is a 'Continue' button, which is circled in red. There is also a 'Forgot your invitation key?' link and a 'Cancel' button at the bottom.

Input your key into the box that reads "Have an invitation key? Please enter it below."

Then, select "Continue."

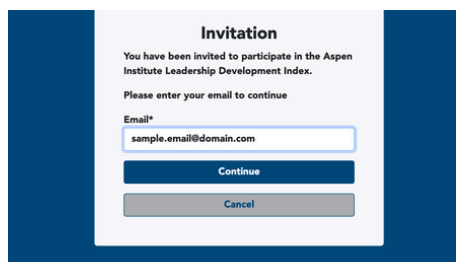
3



The screenshot shows a page titled 'Invitation'. It states that the user has been invited to participate in the Aspen Institute Leadership Development Index. It asks the user to click to Accept or Decline. There are two buttons: 'Accept' (circled in red) and 'Decline'.

Select "Accept."

4



The screenshot shows a page titled 'Invitation'. It states that the user has been invited to participate in the Aspen Institute Leadership Development Index. It asks the user to enter their email to continue. There is a text input field for 'Email\*' containing 'sample.email@domain.com'. Below the input field is a 'Continue' button, which is circled in red. There is also a 'Cancel' button at the bottom.

Input your email and select "Continue."

*From this point, if you do not have an account created, you will begin the account creation process. If you already have an Index account, the site will prompt you to log in.*

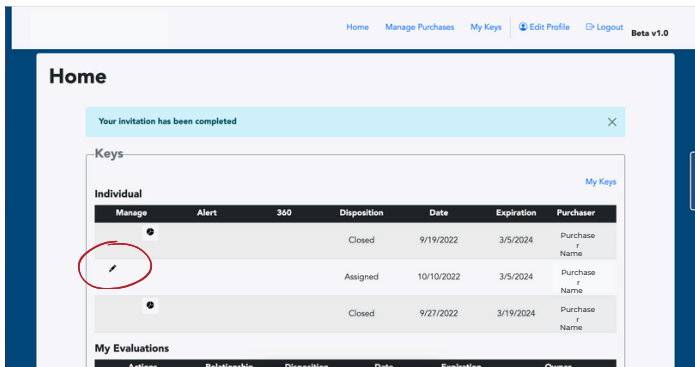
# CONFIGURE YOUR INDEX

For both Index: Individual and Index: Individual + 360

If your Index purchaser did not select [capacities](#) for you, you will have the option to select your capacities as the user (Step 2).

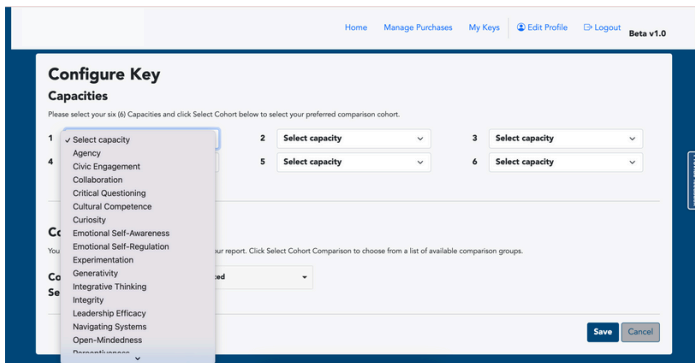
All users will be asked to select their cohort comparison (Step 3).

1



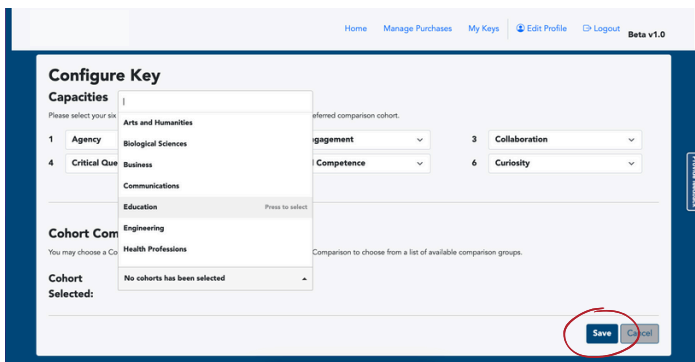
Click the key icon to configure your key.

2



Select the six capacities that you would like assessed.

3

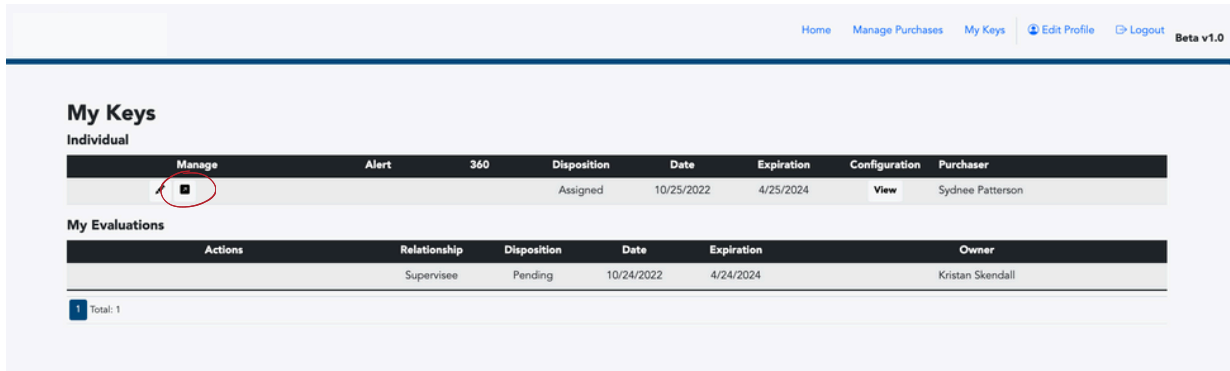


Select your cohort comparison group, review your selections, and click "Save."

*A cohort comparison group is a tool to assess your results in comparison to other Index users in your selected field.*

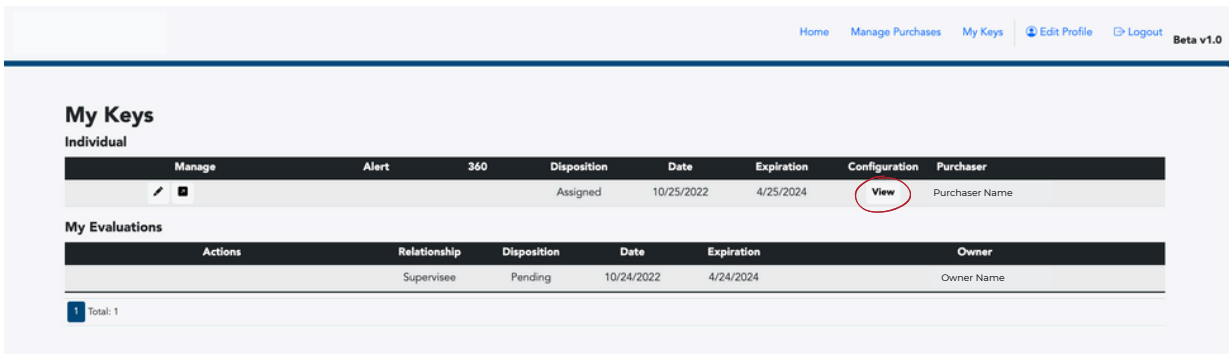
# TAKE THE INDEX

1



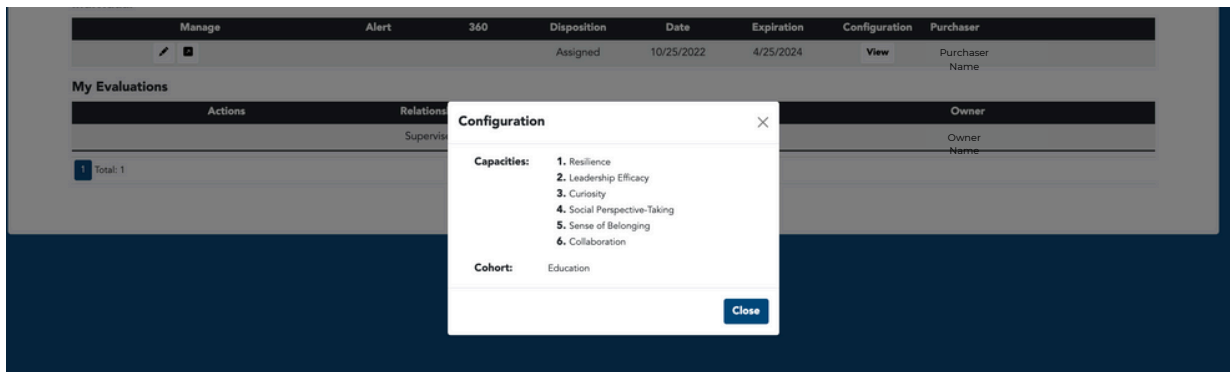
Click the arrow icon to begin your Index.

## NOTE



If you would like to review the capacities you (or someone else) chose, click the "View" button.

This will give you a pop-up overviewing the selected capacities and cohort comparison group.



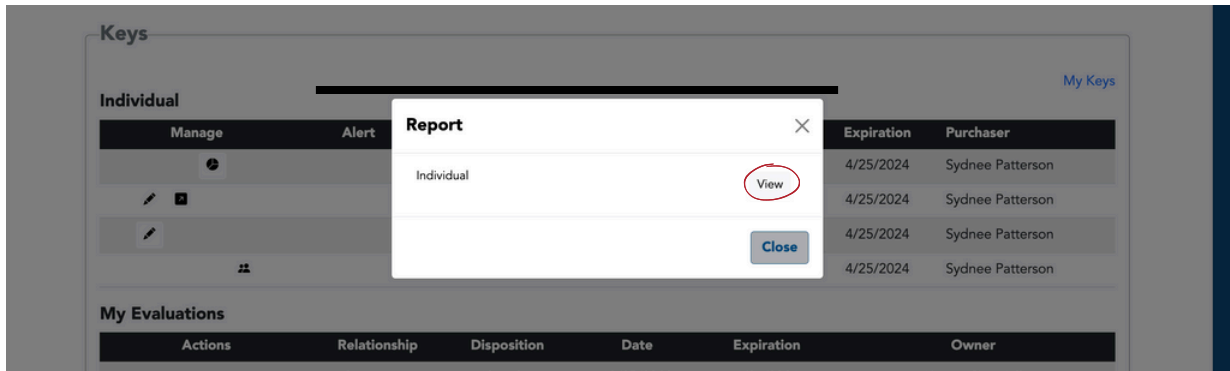
# VIEW YOUR INDEX: INDIVIDUAL REPORT

1



Click the pie chart icon to begin the process of viewing your Index report.

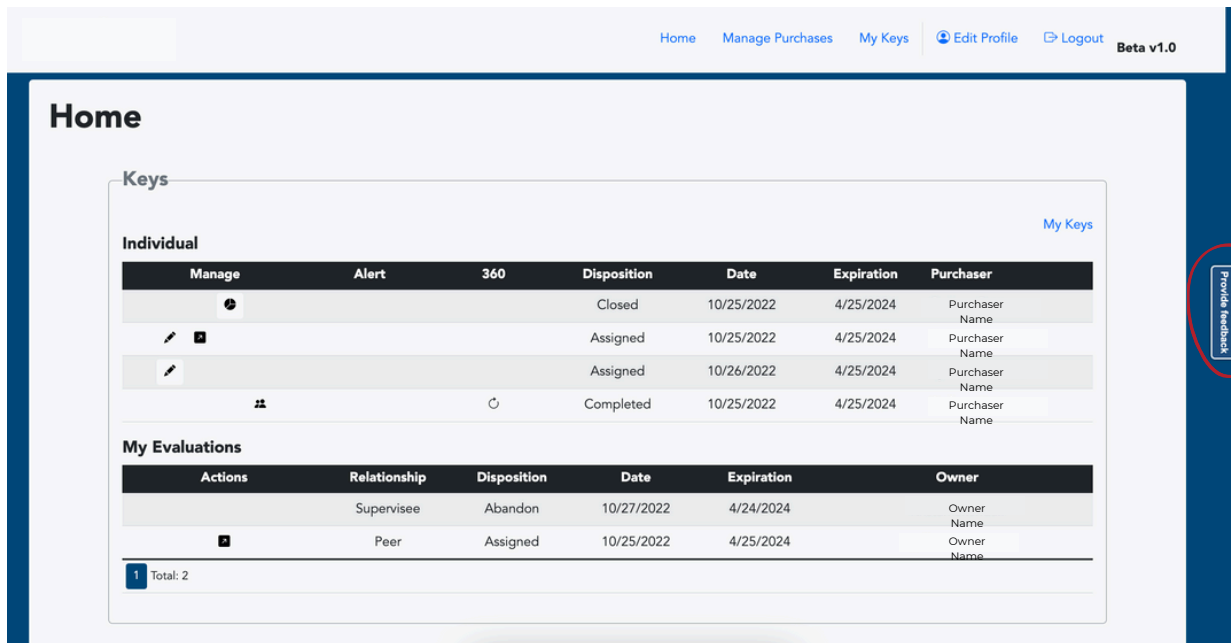
2



Click the "View" button to view your Index report. The report will download as a PDF file.

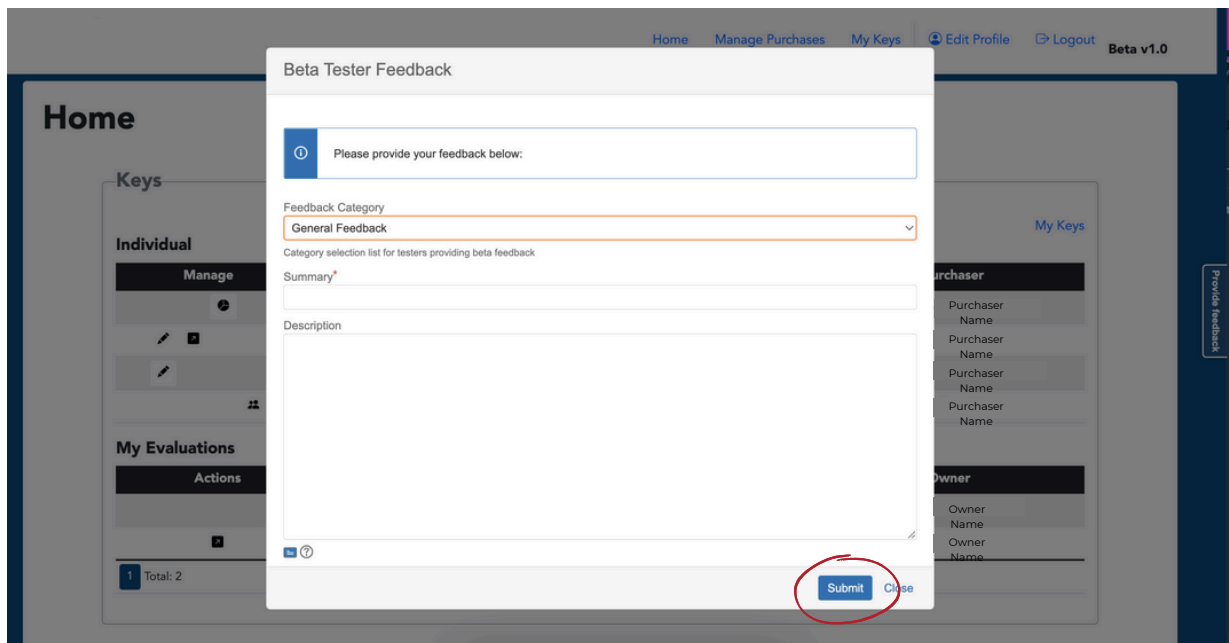
# OPTIONAL: PROVIDE SYSTEM FEEDBACK

1



To provide feedback on the Index, click on the right side tab "Provide Feedback."

2



Select the category for your feedback, provide a short summary, include a description of your feedback, and click "Submit."



